



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

22 August 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/323/HR

**POST: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR
GENERAL: CORPORATE SERVICES (HR)
(3 MONTHS CONTRACT APPOINTMENT)**

CENTRE: NATIONAL OFFICE, PRETORIA

**SALARY: R117 501 + R43 475.37 (37%) = R160 976.37 per annum
(All inclusive). The successful candidate will be required
to sign a performance agreement.**

REQUIREMENTS:

- A relevant Secretarial qualification;
- A minimum of 3 years experience and Office Management;

Skills and competencies:

- Proficiency in Microsoft Office programs;
- Good planning and organizing skills;
- Project administration;
- Good judgment and decision-making skills;
- Good interpersonal relations with ability to take charge;
- Effective communication (verbal and written);
- Assertiveness and confidence to interact at all levels;
Able to work under pressure and maintain a positive attitude
- Accuracy and attention to detail;
- Ability to deal with confidential information;
- Efficient and resourceful;

DUTIES:

- Execute and co-ordinate activities for the office of Deputy Director-General: Corporate Services;
- Coordinate on behalf of the Deputy Director-General the preparation of discussion documents, reports and memoranda;
- Organize meetings/workshops/conferences and functions;
- Draft letters and acknowledge receipt of all correspondence;
- Type and edit correspondence;
- Receive and attend to visitors;
- Handle travel and accommodation arrangements e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed;
- Liaise with internal and external stakeholders on all the activities falling under the branch;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

- Plan and schedule day-to day tasks of the Deputy Director-General;
- Attend to queries, telephone calls and customer complaints promptly and in a friendly manner and supply the correct information;
- Maintain high standards of customer services.

ENQUIRIES: Ms K Ngomane ☎ (012) 357 8661

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.

OR

Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: **01 September 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE